

# California Department of Veterans Affairs



*“Veterans First”*

**Classification:** **Staff Services Analyst - Permanent, Full-Time**  
**Range A \$2632-3201.00**  
**Range B \$2850-3465.00**  
**Range C \$3418-4155.00**

**Location:** Veterans Home of California-Barstow

**Apply:** Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatements. SROA/SURPLUS PROVISIONS APPLY.

**Duties and Responsibilities:** *Under supervision from the Veterans Home Administrator:*

- Act as lead over transactions and support staff in Human Resource Office.
- Provides consultation to management on issues relating to classification and pay, adverse actions, worker's compensation, return to work.
- Acts as liaison with State Compensation Insurance Fund.
- Provide consultation and training to supervisors and managers on progressive discipline, workers compensation, reasonable accommodation and return to work program.
- Monitor claims, costs, review medical and specialist medical reports, maintain CAL-OSHA activity logs.
- Responsible for the certification and contact process for hiring, recruitment, advertisement, and selection process.

**Desirable Qualifications:**

- Exercise a high degree of confidentiality, initiative, responsibility and independence in performing a heavy workload with a strong commitment to customer service.
- Knowledge of Personnel transactions, workers compensation, classification and pay, certification process, and progressive discipline.
- Ability to analyze data and make recommendations.
- Ability to analyze situations accurately and take effective action.
- Ability to interpret and apply SPB, DPA, and SCO laws, rules, regulations and procedures.
- Chairperson certified.

**How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs  
Veterans Home of California, Barstow  
100 E. Veterans Parkway  
Barstow, CA 92311  
**Attn: Sharlene Goddard**

**Inquiries:**

Voice: (760) 252-6282  
TDD: (760) 252-6234

**Final Filing Date: 09/26/06**